



VACANCY: HR INTERN

Western Cape Province

Applications accepted until: 2024-04-22

Number of Openings: 1

AfriSam (South Africa) (Pty) Ltd is a leading supplier of construction-related materials, specialising in the production of Cement, Aggregate and Readymix Concrete. Operating across Southern Africa, the company offers a wide scope of career opportunities and exposure to best practices. At AfriSam we recognise that talented and enthusiastic people are the basis of our ongoing success.

Location:

Peninsula Operation, Contermanskloof, Western Cape Province

Responsibilities:

1. Preparing interview packs
2. Compiling list of CV's
3. Print CV's for interviews
4. Arrange interviews with candidates
5. Printing all take on documentation for new joiners
6. Open file of new joiners and scan documentation
7. Printing of all exit documentation
8. Performance contracting printing and collating (KPI's)
9. Documentation distribution (conflict of interest, code of ethics, EEA1 forms)
10. Prepare portfolio of evidence file for DMR and Department of Labour
11. Prepare EECC packs
12. HR Projects roll out – printing and collating of all documentation
13. All other HR admin related support activities

Experience and Qualifications:

1. Grade 12
2. Relevant completed ND HR Management and/ or BTECH degree HR

How to apply:

Please email your Curriculum Vitae (CV) to cape.recruitment@za.afrisam.com and use **HR Internship** as the subject line of your email.

We take great care in assessing each application individually, however only shortlisted candidates will be contacted, therefore please deem your application as unsuccessful if you receive no feedback after 2 weeks of sending your CV.

Equity Statement:

Applicants are advised that AfriSam is a designated employer under the Employment Equity Act and as such has an Employment Equity Plan in place. The Company therefore, has the right to fill the vacancy in accordance with its Employment Equity Plan in order to fulfil its transformation objectives by preferring designated employees.

